

# Possible Duplicates and List Maintenance

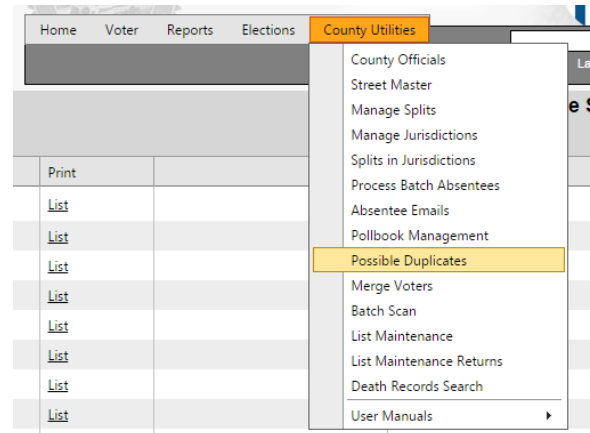
## POSSIBLE DUPLICATES

The Possible Duplicates screen shows voters that are in your county that possibly have more than one record in TotalVote. To view and process these voters, select **Possible Duplicates** from the **County Utilities** drop-down menu.

The list that generates is a list of possible duplicates that you are responsible for processing. Your records are always the records with the oldest “Last Registration Date,” (making you the ‘old’ county). For each match, you have the ability to merge your voter’s old record with his or her newer, more recent record in another county.

The matches are listed in order by ([ARSD 5:04:06:04](#)):

- Perfect: First name, last name, and social security/driver’s license number;
- Probable: First name, date of birth, and social security/driver’s license number; or
- Possible: Last name, date of birth, and social security/driver’s license number.






POSSIBLE DUPLICATES UNION COUNTY										
<b>Merge Statistics</b> # Merged 0 # Ignored 0 # Notices Created 0										
Match Type	Voter Link	Name	DOB	SSN	Drivers License	Party	Voter Status	County	Last Registration Date	Last Voted
Perfect	<a href="#">385389</a>	Conolly, Jessica Leigh	5/24/1987		01297187	DEM	Active	Union	8/20/2009	11/2/2010
	<a href="#">571269</a>	Conolly, Jessica L	5/24/1987		01297187	DEM	Active	Minnehaha	10/30/2012	11/6/2012
Perfect	<a href="#">322277</a>	Erickson, Anna C	2/16/1990		01078860	DEM	Active	Union	5/19/2008	11/4/2008
	<a href="#">569735</a>	Erickson, Anna C	2/16/1990		01078860	DEM	Active	Minnehaha	10/28/2012	11/6/2012
Perfect	<a href="#">527624</a>	Erickson, Emilie Jayne	8/26/1992		01190796	DEM	Active	Union	6/1/2012	
	<a href="#">527568</a>	Erickson, Emilie J	8/26/1992		01190796	DEM	Active	Brookings	6/1/2012	11/6/2012
Perfect	<a href="#">290860</a>	Erks, Gay J	4/18/1942		00638155	DEM	Active	Union	8/22/2007	11/2/2010
	<a href="#">569737</a>	Erks, Gay J	4/18/1942		00638155	DEM	Active	Minnehaha	10/28/2012	11/6/2012
Perfect	<a href="#">413953</a>	Gacke, Sarah Elizabeth	5/21/1982		00794771	DEM	Active	Union	4/30/2010	
	<a href="#">569812</a>	Gacke, Sarah E	5/21/1982		00794771	DEM	Active	Minnehaha	10/28/2012	11/6/2012
Perfect	<a href="#">398408</a>	Hanson, Kyle Thomas	1/11/1988		00995983	REP	Active	Union	11/6/2009	6/3/2008
	<a href="#">569304</a>	Hanson, Kyle T	1/11/1988		00995983	REP	Active	Minnehaha	10/26/2012	11/6/2012

At the top of the screen is the **Merge Statistics** box that displays how many voters have been merged or ignored and how many notices have been created. After every time you perform an operation, it will be reflected here.

Merge Statistics	
# Merged	0
# Ignored	0
# Notices Created	0

Each match is distinguished by the alternating shaded lines. The two matched records are stacked directly above/below each other and the voter's information can easily be viewed in each column. The column headers are as follows: Match Type (**black** box below), Voter Link, Name, DOB, SSN (last four numbers), Driver's License, Party, Voter Status, County, Last Change Date and Last Voted. The Match Type column displays the type of match (perfect, probable or possible) and is only present on the row that represents your county.

Refresh   										
Match Type	Voter Link	Name	DOB	SSN	Drivers License	Party	Voter Status	County	Last Registration Date	Last Voted
Perfect	<a href="#">385389</a>	Conolly, Jessica Leigh	5/24/1987		01297187	DEM	Active	Union	8/20/2009	11/2/2010
	<a href="#">571269</a>	Conolly, Jessica L	5/24/1987		01297187	DEM	Active	Minnehaha	10/30/2012	11/6/2012
Perfect	<a href="#">322277</a>	Erickson, Anna C	2/16/1990		01078860	DEM	Active	Union	5/19/2008	11/4/2008
	<a href="#">569735</a>	Erickson, Anna C	2/16/1990		01078860	DEM	Active	Minnehaha	10/28/2012	11/6/2012

As with all reports in TotalVote, you can export or print this list – those buttons are located in the **blue** box above.

To get started, click the hyperlinked match type (blue arrow) for the voter you want to review.

### Possible Duplicate Work Screen

This screen will show two records: Main Record and Your Record.

[Previous](#)
[Back to List](#)
[Next](#)

Match Type: [Perfect](#)

#### POSSIBLE DUPLICATE WORK SCREEN

#### Main Record

	Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
>	<a href="#">571269</a>	Conolly	Jessica	L		DEM	5/24/1987		01297187	Minnehaha	10/30/2012		Active

#### Your Record

(to be merged with Main Record)

	Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
>	<a href="#">385389</a>	Conolly	Jessica	Leigh		DEM	5/24/1987		01297187	Union	8/20/2009	11/2/2010	Active

YES - This is a match  
Merge With Main

NO - This is not a match  
Ignore This Match

? - Cannot determine if match  
Create Duplicate Notice

Close

This is a perfect match because the voter's first name, last name and driver's license number match, as well as the date of birth. When looking at this screen, your eyes should immediately be drawn to the yellow highlighted record. That is your record and is the record that needs to be processed. It will always be listed at the bottom of the page, with the main record it needs to be combined with on top. Your record is the record with the older "Last Change Date" (**green** circles below) and after the merge it will become the non-surviving record, as it will become merged with the record at the top of the page.

**POSSIBLE DUPLICATE WORK SCREEN**

Previous Back to List Next

Match Type: Perfect

Main Record												
Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
> 571269	Conolly	Jessica	L		DEM	5/24/1987		01297187	Minnehaha	10/30/2012		Active

Your Record  
(to be merged with Main Record)

Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
> 385389	Conolly	Jessica	Leigh		DEM	5/24/1987		01297187	Union	8/20/2009	11/2/2010	Active

**YES - This is a match**  
Merge With Main

**NO - This is not a match**  
Ignore This Match

**? - Cannot determine if match**  
Create Duplicate Notice

Close

All possible duplicate work screens look like the one above. For each match, you have three options (**red** boxes above):

1. Merge your record with the Main Record (to combine them together);
2. Ignore the match if the voters are not the same person (to leave the records separate); or
3. Create a Potential Duplicate Notice if you cannot determine if it is a match or not.

In order to easily navigate through the list, there are navigation buttons on the page (**blue** boxes above). There are **Next** and **Previous** buttons at the top of the page so you can scroll through your list of possible duplicates. There is also a **Close** button at the bottom that will take you to the main Possible Duplicates screen again, and also a **Back to List** button that will take you back to the exact page you were working on in the Possible Duplicates list (so if you were on page 16 of your Possible Duplicates report, you will be taken back to page 16, rather than back to the beginning of the list).

At any point, you can click on the Voter's Link (**black** arrows above) to go to the voters' records. That can be very useful if you need to go to the voters' Imaging tab to view their original voter registration cards to compare signatures, for example (which can be a big help when determining if the voters are indeed the same people).

## MERGING

Let's say that we know for sure that these two voters (Jessica Conolly) are the exact same person. We will click "Merge With Main" at the bottom of the screen.

After you do, you will get a confirmation window that reaffirms what you are about to do. If you are sure of the merge, click "OK".

**POSSIBLE DUPLICATE WORK SCREEN**

Previous Back to List Next

Match Type: Perfect

**Main Record**

Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
> 571269	Conolly	Jessica	L		DEM	5/24/1987		01297187	Minnehaha	10/30/2012		Active

**Your Record**

Voter Link	Last Name	First Name	Middle Name	Suffix	County	Last Registration Date	Last Voted	Status
> 385389	Conolly	Jessica	Leigh		Union	8/20/2009	11/2/2010	Active

YES - This is a match NO - This is not a match ? - Cannot determine if match

Merge With Main Ignore This Match Create Duplicate Notice

Close

The page at sctest.total-vote.com says:  
Are you sure you want to merge these records together?  
OK Cancel

After clicking "OK," the page will update. You will get a few messages in **green** writing. At the bottom of the screen, you will get a message saying "Voters merged successfully." Also, you will see the new status of the records. The top record keeps its original status (in this case "Active", **purple** boxes) and the bottom record now has a status of "Merged" (**purple** boxes).

You are now free to click on the Next button (**red** box) to proceed to the next match on your possible duplicates list.

**POSSIBLE DUPLICATE WORK SCREEN**

Previous Back to List **Next**

Match Type: Perfect

**Main Record** Status: Active

Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
> 571269	Conolly	Jessica	L		DEM	5/24/1987		01297187	Minnehaha	10/30/2012		Active

**Your Record** Status: Merged  
(to be merged with Main Record)

Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
> 385389	Conolly	Jessica	Leigh		DEM	5/24/1987		01297187	Union	8/20/2009	11/2/2010	Active

YES - This is a match NO - This is not a match ? - Cannot determine if match

Merge With Main Ignore This Match Create Duplicate Notice

Voters merged successfully.

Close

## VOTER RECORDS

This is to help you understand what happened to the two Jessica Conolly records:

If you click on the main (surviving) record voter ID link, you will see the screen below. This is the surviving record and has an “Active” status. There is also a message (red box below) at the top of the screen, stating that this is the surviving record of a merge. There is also the ability to undo a merge if one has been performed by mistake (purple arrow). If you ever want to refer back to the old merged record, you can click the Voter ID that is hyperlinked there (red box). This surviving record not only has all its original information, but also will have any Voter History, Images, Validations, and Notifications from the older (non-surviving) record. Lastly, if you click on the Change Log, you will be able to see the date and time that the merge took place, and who performed the merge.

Home Voter Reports Elections County Utilities

Quick Search Last Name First Name Bar Code/Voter ID Go

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	Last Voted	Go to Scan Page
571269	Conolly, Jessica L	01297187		05/24/1987	26	10/30/2012	Active	DEM	11/6/2012	

The following voters have been merged into this record: 385389

Unmerge Voters

Voter Info Edit Voter Absentee Voter History Validate Imaging Change Log Notifications Add To Race Next Voter

Close Dymo Label Absentee Request Vote In Person

Residence Address: 2801 E Marson Dr Apt 300, Sioux Falls, SD 57103, Minnehaha

Mailing Address: 2801 E Marson Dr Apt 300, Sioux Falls, SD 57103

Personal Email: , Telephone: ( ) - - , Split: 01000202

Original Reg. Date: 10/30/2012

Registered Type: In person at Auditor office

Notes:

Code	Name
2	WAR-Sioux Falls Ward-2
0202	PRE-Precinct-0202
14	SEN-Dist-14
14	HOU-Dist-14
942	MUN-Sioux Falls
495	SCH-Sioux Falls School District 49-5

Name	Address	City	State	Instructions
Ronning Branch Library	3100 E 49th St	Sioux Falls	SD	

Ballot	Date	Election
SCHOOL	05/21/2013	School

If you click on the voter link to the old (non-surviving) record, you will see a message at the top (red box below) that says the record has been merged with another, and it has a “Merged” status. This record is now unable to be edited or altered in any way. It is now only available for reference—in case it ever needs to be viewed.

Home Voter Reports Elections County Utilities

Quick Search Last Name First Name Bar Code/Voter ID Go

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	Last Voted	Go to Scan Page
385389	Conolly, Jessica Leigh	01297187		05/24/1987	26	8/20/2009	Merged	DEM		

This voter record has been merged with another. The surviving voter ID is: 571269

Voter Info Edit Voter Absentee Voter History Validate Imaging Change Log Notifications Add To Race Next Voter

Close Dymo Label Absentee Request Vote In Person

Residence Address: 306 Fieldstone Ct, Jefferson, SD 57038, Union

Mailing Address: 306 Fieldstone Ct, Jefferson, SD 57038

Personal Email: , Telephone: (712) 898-2230, Split: , Poll Worker Int

Original Reg. Date: 8/20/2009

Registered Type: In person at Auditor office

Notes:

Code	Name
No records to display.	

Ballot	Date	Election
No records to display.		

As mentioned before, merging is reflected in the Change Log on both records. If you click on the Change Log for the non-surviving record, this is what you'll see:

- 1) **Blue** box: At the bottom of the page, there is a table called "Voter Action Items." The merge is stated there, and lists who did it and at what date/time.
- 2) **Red** box: You can see that the Status was changed from Active (old value) to Merged (new value).
- 3) **Green** box: Both the SMID and the split was cleared for this record. You can see the old values (Split: 62000705 and SMID: 7741) were replaced by blank values. This is because these records do not need to be in the Street Master or linked to any voting jurisdiction anymore. We don't want these merged records to count towards any registered voter counts, appear in any registration lists, print out on any voter lists, or show up in any reports. All the applicable information from these old records has been moved to the voter's Main (surviving) record.

Home Voter Reports Elections County Utilities

Quick Search  Last Name  First Name  Bar Code/Voter ID  Go

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	Last Voted	Go to Scan Page
385389	Conolly, Jessica Leigh	01297187		05/24/1987	26	8/20/2009	Merged	DEM		

This voter record has been merged with another. The surviving voter ID is: [571269](#)

Voter Info	Edit Voter	Absentee	Voter History	Validate	Imaging	Change Log	Notifications	Add To Race	Next Voter
Edit Type	Field	Old Value				New Value	Employee	Date Changed	
Regular	Employee ID					195	Dakota Bixler	6/30/2013 8:33:22 PM	
Regular	Split	62000705					Dakota Bixler	6/30/2013 8:33:22 PM	
Regular	Street Master ID	7741					Dakota Bixler	6/30/2013 8:33:22 PM	
Regular	Voter Status	Active				Merged	Dakota Bixler	6/30/2013 8:33:22 PM	
Unknown	Note	****MelissaData Conversion notes (12/15/2012): OI					s d	2/14/2013 10:10:12 AM	
Unknown	DL Verified	0				1	s d	1/7/2013 10:51:18 AM	
Regular	Record Added							12/14/2012 5:34:42 PM	

Voter Action Items		
Field	Employee	Date Changed
Voter merged into 571269.	Dakota Bixler	6/30/2013 8:33:19 PM

### IGNORING MATCHES

Inevitably, there will be matches on your possible duplicate list that will not be the same voter. These matches have been generated by TotalVote using matching data fields, so voters with similar information may be matched. Example: It is not uncommon to find twins in this possible duplicate list—you will need to ignore these if they have been matched together.

Some of you may be able to clearly see that a match is not the same voter because a match has generated between a man and a woman. It is quite obvious to you that it is not a match, so why is it being flagged as a potential duplicate?

**Answer: The state of South Dakota does not collect any gender data on its voter registrations, so this information is not stored in TotalVote. The computer cannot distinguish a man from a woman.** It is no easier for the computer to assign a gender to first names like Jamie, Taylor, Kelly, than it is for it to determine between a Michael or Michelle.

Therefore, you can determine if two voters are a match or not much easier than the computer can. Feel free to ignore those matches. The good thing about TotalVote is that once you process a match as ignored, the system will permanently store your choice, and the records will not be matched a possible duplicates ever again. Although working through this list may be tedious at first, you will never have to view all these matches again in future purges.

Generally, these matches will be further down on your duplicate list, like as a “possible” match (blue circle below) instead of a perfect match. When comparing these possible matches, be sure to look at the information in the columns on the screen. I have marked some conflicting data (**black arrows**) on the screen below. I can see that Union County’s Stanford M. Peterson is probably not the same man as Davison County’s Stanley D. Peterson. Also I can use the Party field when comparing data (but be careful, because a voter can change their political affiliation at any time.) If you come across a match that isn’t the same voter, click “Ignore Match.”

**POSSIBLE DUPLICATE WORK SCREEN**

Previous Back to List Next

Match Type: Possible

Main Record													
	Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
>	<a href="#">231171</a>	Peterson	Stanley	D		REP	4/04/1954	5611		Davison	1/3/2006		Active

Your Record (to be merged with Main Record)													
	Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
>	<a href="#">126948</a>	Peterson	Stanford	M		DEM	4/04/1954		00419916	Union	8/9/2001	11/6/2012	Active

YES - This is a match

Merge With Main

NO - This is not a match

Ignore This Match

? - Cannot determine if match

Create Duplicate Notice

Close

Once again, you will get a confirmation window, asking you to confirm your choice. Click “OK.”

**POSSIBLE DUPLICATE WORK SCREEN**

Previous Back to List Next

Match Type: [Possible](#)

**Main Record**

Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
> <a href="#">231171</a>	Peterson	Stanley	D		REP	4/04/1954	5611		Davison	1/3/2006		Active

**Your Record**

Voter Link	Last Name	First Name	Middle Name	Suffix	County	Last Registration Date	Last Voted	Status
> <a href="#">126948</a>	Peterson	Stanford	M		Union	8/9/2001	11/6/2012	Active

Are you sure you want to ignore this match?

OK Cancel

YES - This is a match NO - This is not a match ? - Cannot determine if match

Merge With Main Ignore This Match Create Duplicate Notice

Close

You will get the screen below, stating that the match has been ignored (**blue box**). You can now proceed on to the next set of matched records.

**POSSIBLE DUPLICATE WORK SCREEN**

Previous Back to List Next

Match Type: [Possible](#)

**Main Record**

Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
> <a href="#">231171</a>	Peterson	Stanley	D		REP	4/04/1954	5611		Davison	1/3/2006		Active

**Your Record**  
(to be merged with Main Record)

Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
> <a href="#">126948</a>	Peterson	Stanford	M		DEM	4/04/1954		00419916	Union	8/9/2001	11/6/2012	Active

YES - This is a match NO - This is not a match ? - Cannot determine if match

Merge With Main Ignore This Match Create Duplicate Notice

**Voter match ignored.**

Close

When you return to your main Possible Duplicates list, this match will no longer be there. Also, since you have claimed that the two voters are not the same person, TotalVote will permanently ignore the match on these two voter IDs and they won't be possible matches again.



### CREATING A POTENTIAL DUPLICATE NOTICE

If you absolutely cannot determine if the voter is the same person, you can create a “Potential Duplicate Notice” to be sent to your voter as outlined in South Dakota Administrative Rule [5:02:03:20](#).

Example: Below we are looking at a ‘probable’ match for voters Amy J. Olson. The voters have the same birthdate, but one record has a SSN, while the other has a DL#. Amy Olson is a common name, so it is very possible that there could be two women named Amy J. Olson in the state of South Dakota. You could go to the voter links to see if they have images in their Imaging tab (to look at old voter registration cards to compare signatures), but if you are unable to do so, you really can’t determine for sure if this is the same woman or not.

**POSSIBLE DUPLICATE WORK SCREEN**

Previous Back to List Next

Match Type: Probable

**Main Record**

	Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
>	<a href="#">392187</a>	Olson	Amy	J		REP	10/23/1978	3637		Minnehaha	10/6/2009		Inactive

**Your Record**  
(to be merged with Main Record)

	Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
>	<a href="#">302968</a>	Olson	Amy	J		REP	10/23/1978		01003527	Union	1/28/2008	11/4/2008	Active

YES - This is a match NO - This is not a match ? - Cannot determine if match  
Merge With Main Ignore This Match Create Duplicate Notice

Close

Therefore, I can click “Create Duplicate Notice” at the bottom of the screen. I immediately get a message on the screen saying “Duplicate Notice Created.” I would then click the “Next” button to proceed onto the next match on my list.

**POSSIBLE DUPLICATE WORK SCREEN**

Previous Back to List Next

Match Type: Probable

**Main Record**

	Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
>	<a href="#">392187</a>	Olson	Amy	J		REP	10/23/1978	3637		Minnehaha	10/6/2009		Inactive

**Your Record**  
(to be merged with Main Record)

	Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
>	<a href="#">302968</a>	Olson	Amy	J		REP	10/23/1978		01003527	Union	1/28/2008	11/4/2008	Active

YES - This is a match NO - This is not a match ? - Cannot determine if match  
Merge With Main Ignore This Match Create Duplicate Notice

Duplicate Notice Created on 6/30/2013

Close

This match (for the two Amy J. Olson records) will continue to stay on the “Possible Duplicates” list until you can determine whether or not they are a match. The Potential Duplicate Notice was created, and you can see the unsent notice on the Notifications tab if you go to that voter’s record. Also, you can keep track of the notices you create from your Home queue under the “Unsent Notices – Potential Duplicate” queue item (see the unsent notice for Amy J. Olson below, marked by the **blue arrow**).

Action	Number										
> Deaths	6										
> DL New	3										
> DL Update	4										
> DOB Missing	411										
> Merges Destined for This County	1										
> Merges Originating in This County	7										
> Recent Streetmaster Change	8										
> Unsent Notices - Acknowledgement	7										
> Unsent Notices - Invalid or Incomplete	3										
> Unsent Notices - Potential Duplicate	2										
> <a href="#">Select</a>	322292	Murphy, Thomas Joseph	209 W Birch St	Beresford	57004	07/15/1975	00594331	Active	Union	IND	2/14/2013 5:32:35 PM
> <a href="#">Select</a>	302968	Olson, Amy J	29746 473rd Ave	Beresford	57004	10/23/1978	01003527	Active	Union	REP	2/14/2013 5:32:35 PM
> Voters Moved Out of County	21										

After these have been sent out, you will need to wait and see if the notice is returned to you. A good rule of thumb would be to wait 30 days. At that time, you can then return to your Possible Duplicates list, find the match again, and either A) merge the records, or B) ignore the match.

### SWITCHING THE SURVIVING RECORD

It is possible that you may come across a match where the record with the most recent Last Registration Date has an “Unregistered” status.

This has happened in TotalVote because of the inability to delete a record. Over the past several months, counties may have already found some duplicate registrations in their voter lists, so it is possible that they might have edited the record they didn’t want to keep as “Unregistered,” while keeping the other record as Active. However, since the record they didn’t want now has the most recently changed registration date; it is automatically flagged in your Possible Duplicates as the “Main” record. We understand that you probably don’t want to take an Active voter and change their status to Unregistered—you probably want to keep the older record as the surviving record. For such situations, we have a “Switch” button.

Let’s use the example below. Union county has two records for the same man: Chris E. Benson. One has been marked as “unregistered” (probably because it was detected earlier as a duplicate), while the other is still Active.

Match Type	Voter Link	Name	DOB	SSN	Drivers License	Party	Voter Status	County	Last Registration Date	Last Voted
Probable	<a href="#">200209</a>	Babb, Thomas J	12/28/1981		503119141	IND	Inactive	Union	9/22/2004	11/2/2004
	<a href="#">349249</a>	Babb, Thomas J	12/28/1981		00765736	DEM	Active	Lincoln	10/9/2008	11/6/2012
Probable	<a href="#">431908</a>	Bennett, Marilyn A	9/01/1932		00727276	REP	Active	Union	9/16/2010	11/2/2010
	<a href="#">518013</a>	Bennett, Marilyn A	9/01/1932	2009		REP	Active	Clay	3/28/2012	11/6/2012
Probable	<a href="#">549144</a>	Benson, Chris E	7/27/1971		00990201	REP	Active	Union	9/26/2012	11/6/2012
	<a href="#">205752</a>	Benson, Chris Edward	7/27/1971		482882618	REP	Unregistered Other	Union	2/14/2013	11/2/2004

When you click on the match, you are taken to the screen below. Since the Main record has an unregistered status (red circle), there is a warning message at the bottom of the screen (blue box), stating that you should double-check to make sure you want to continue with the merge. If you want to continue as normal, proceed as you have in other steps. Otherwise, if you want to switch the main and merged records, there is a “Switch” button (green box) that appears, which will allow you to ‘reverse’ the merge—allowing you to keep the older record as the surviving record and merging the newer record into it.

Previous

Back to List

Next

Match Type: Probable

Main Record

Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
> 205752	Benson	Chris	Edward		REP	7/27/1971		482882618	Union	2/14/2013		Unregistered Other

Your Record

(to be merged with Main Record)

Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
> 549144	Benson	Chris	E		REP	7/27/1971		00990201	Union	9/26/2012	11/6/2012	Active

Merge Main (top) into Match (bottom)

Switch Merge

YES - This is a match

NO - This is not a match

? - Cannot determine if match

Merge With Main

Ignore This Match

Create Duplicate Notice

WARNING: The main voter is 'Unregistered' and the old voter is not. Please make sure you want to merge these records.

Close

After you have clicked on the “Switch Merge” button, you will get a window that appears, asking you to confirm your decision. To proceed, click “OK.”

**POSSIBLE DUPLICATE WORK SCREEN**

Previous Back to List Next

Match Type: Probable

**Main Record**

	Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
>	<u>205752</u>	Benson	Chris	Edward		REP	7/27/1971		482882618	Union	2/14/2013		Unregistered Other

The page at sdtest.total-vote.com says:

Are you sure you want to merge the MAIN record into the MATCH?

OK Cancel

	Voter Link	Last Name	First Name	Middle Name	Suffix	County	Last Registration Date	Last Voted	Status
>	<u>549144</u>	Benson	Chris	E		Union	9/26/2012	11/6/2012	Active

Merge Main (top) into Match (bottom)    YES - This is a match    NO - This is not a match    ? - Cannot determine if match  
 Switch Merge    Merge With Main    Ignore This Match    Create Duplicate Notice

WARNING: The main voter is 'Unregistered' and the old voter is not. Please make sure you want to merge these records.

Close

The screen will refresh, and again you will see **green** messages on the screen, saying that the voters have been merged successfully. You will also see that the record on top now has a status of “Merged” whereas the bottom record is now the “Active” (surviving) record.

**POSSIBLE DUPLICATE WORK SCREEN**

Previous Back to List Next

Match Type: Probable

**Main Record** Status: Merged

	Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
>	<u>205752</u>	Benson	Chris	Edward		REP	7/27/1971		482882618	Union	2/14/2013		Unregistered Other

**Your Record** Status: Active  
(to be merged with Main Record)

	Voter Link	Last Name	First Name	Middle Name	Suffix	Party	DOB	SSN	Drivers License	County	Last Registration Date	Last Voted	Status
>	<u>549144</u>	Benson	Chris	E		REP	7/27/1971		00990201	Union	9/26/2012	11/6/2012	Active

Merge Main (top) into Match (bottom)    YES - This is a match    NO - This is not a match    ? - Cannot determine if match  
 Switch Merge    Merge With Main    Ignore This Match    Create Duplicate Notice

WARNING: The main voter is 'Unregistered' and the old voter is not. Please make sure you want to merge these records.

Voters merged successfully.

Close

### HOME SCREEN

After all counties have worked through their lists, there will be new queue items displayed on the Home Screen. They will be called “Merges Destined for This County” and “Merges Originating in This County.”

The “Merges Destined for This County” will be the merges that other counties have processed, where your county’s record was kept as the main (or surviving) record. You will have the ability to view each merge and have the ability to either approve or reject each one. As you process each one, they will drop away from your Home Screen.

The “Merges Originating in This County” will be simply an FYI queue item. You will be able to see all the merges that you have processed. These are voters that have been removed from your voter lists.

Action	Number
> Deaths	6
> DL New	3
> DL Update	4
> DOB Missing	411
> Merges Destined for This County	1
> Merges Originating in This County	4
> Recent Streetmaster Change	5
> Unsent Notices - Acknowledgement	7
> Unsent Notices - Invalid or Incomplete	3
> Unsent Notices - Potential Duplicate	2
> Voters Moved Out of County	21

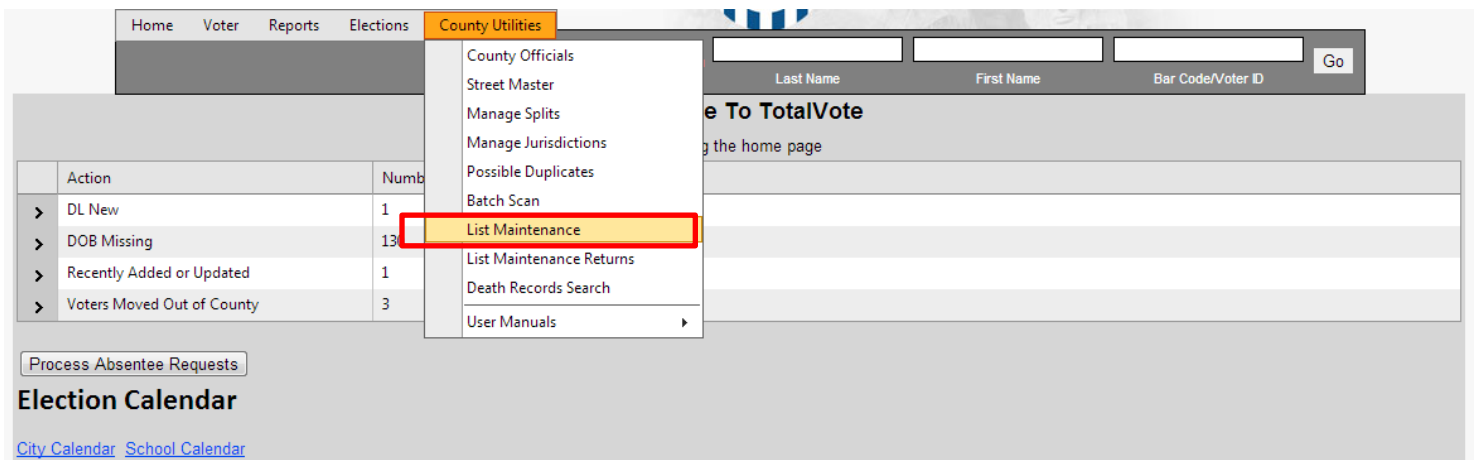
### E-MAILS

In addition to displaying the merges on your Home Screen, TotalVote will also generate emails that Auditors can opt to receive when a merge occurs on one of their voters. The Auditor with the surviving record will have the ability to approve/reject the merge right from the email, rather than doing it from your Home Screen.

## LIST MAINTENANCE

Every other year in the odd-numbered years, per Federal law, our state needs to run our registered voters through the NVRA List Maintenance process. Every Auditor is in charge of their voters and will be conducting the purge themselves. TotalVote will not automatically purge or update any of your voters. However, it will help you sort your voters (based on their information), to make the process as easy and simplified as possible.

To start the process, select **List Maintenance** from the **County Utilities** drop-down menu.



Your screen should look similar to the picture below. We are using Hyde County for this manual. Every county will have different data, but the concepts will be the same.

### NVRA List Maintenance

#### Purge Process

**Step 1**

[Review Inactive Voters](#)

This will generate a list of all your Inactive voters that have not updated their voter registration and have not voted in the past four years.

**Step 2**

[Purge Inactive Voters](#)

Clicking this button will update all selected voters to a status of "Unregistered Purged for Non-Voting."

#### Address Verification Process

**Step 3**

[Review Active Voters](#)

This will generate a list of your voters with an Active status that have not updated their voter registration and have not voted in the past four years.

**Step 4**

[Check against NCOA](#)

Checks the voters selected in Step 3 against the USPS National Change of Address (NCOA) program to identify registrants whose addresses may have changed. Voters on the NCOA list will not receive an Address Verification notice and will be removed from the list below.

**Step 5**

[Create Address Verification Notices](#)

This will generate Address Verification notices for all voters selected.

#### Reporting

Include:

☒ ALL

☐ Selected

☐ Unselected

---

Report Format:

☒ PDF

☐ Excel

[Create Report](#)

[Select Entire List](#)

[Unselect Entire List](#)

**Voters Selected:** 0

The color-coded instructions below describe the features on this page, what you will see, and how to navigate through the process:

**NVRA List Maintenance**

**1. Purge Process**

**Step 1**

[Review Inactive Voters](#)

This will generate a list of all your inactive voters that have not updated their voter registration and have not voted in the past four years.

**Step 2**

[Purge Inactive Voters](#)

Clicking this button will update all selected voters to a status of "Unregistered Purged for Non-Voting."

**2. Address Verification Process**

**Step 3**

[Review Active Voters](#)

This will generate a list of your voters with an Active status that have not updated their voter registration and have not voted in the past four years.

**Step 4**

[Check against NCOA](#)

Checks the voters selected in Step 3 against the USPS National Change of Address (NCOA) program to identify registrants whose addresses may have changed. Voters on the NCOA list will not receive an Address Verification notice and will be removed from the list below.

**Step 5**

[Create Address Verification Notices](#)

This will generate Address Verification notices for all voters selected.

**3. Reporting**

Include:

☒ ALL

☐ Selected

☐ Unselected

---

Report Format:

☒ PDF

☐ Excel

[Create Report](#)

**5. [Select Entire List](#)**

**6. [Unselect Entire List](#)**

**8. Voters Selected 23**

Page: 1 of 1 Go Page size: 23 Change

Item 1 to 23 of 23

**7. [ALL](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)**

**9. ☒**

<input checked="" type="checkbox"/>	Voter ID	Name	Status	DOB	Last Reg Date	Time Elapsed	Date Last Voted	Time Elapsed
<input checked="" type="checkbox"/>	255018	Boyd, Luetta C	Inactive	2/28/1929	9/08/2006	6 Years, 11 Months, 11 Days	11/07/2006	6 Years, 9 Months, 12 Days
<input checked="" type="checkbox"/>	256242	Boyd Sporman, Clara Marie	Inactive	3/20/1962	9/20/2006	6 Years, 10 Months, 29 Days	11/07/2006	6 Years, 9 Months, 12 Days
<input checked="" type="checkbox"/>	246012	Christensen, Misti Ann	Inactive	9/28/1974	5/22/2006	7 Years, 2 Months, 30 Days	11/07/2006	6 Years, 9 Months, 12 Days
<input checked="" type="checkbox"/>	206077	Dittman, Ashly Ann	Inactive	10/02/1986	10/08/2004	8 Years, 10 Months, 11 Days	6/06/2006	7 Years, 2 Months, 15 Days
<input checked="" type="checkbox"/>	281299	Farrell, Catherine Ann	Inactive	8/18/1956	4/02/2007	6 Years, 4 Months, 19 Days	11/07/2006	6 Years, 9 Months, 12 Days

**10.**

- 1.** This box contains the List Purge process (Steps 1 and 2), which will sort your Inactive voters to be purged.
- 2.** This box contains the Address Verification process (Steps 3-5), which will find your Active voters with no recent activity.
- 3.** This box contains the ability for you to create, export, and print voter lists that are generated on this page.
- 4.** This number (shaded yellow to match the highlighted voters below) reflects how many voters are currently selected in the list.
- 5.** This button will select every voter in your entire list (which could encapsulate many pages...not just the current page).
- 6.** This button will unselect (by removing the checkmarks next to) every voter on all pages throughout the entire list.
- 7.** This feature enables you to sort the list by letters of the alphabet or by searching for a particular name.
- 8.** This is the paging feature. Each page is currently defaulted to show 100 voters. However, you can personalize it to make each page hold as many voters as you want.
- 9.** Clicking this button will check (or uncheck) every voter on the current page only. (This is in case you want to work through your list one page at a time, rather than processing the entire list at once.)
- 10.** These checkmarks can be checked or unchecked manually, so you can control which voters you want to process in each step.

The list will default to sort alphabetically by last name. However, you can sort the list however you choose by simply clicking on the column headings. You can sort by Name, Status, DOB, Last Reg Date, or Date Last Voted (you cannot click on the Time Elapsed columns, as they are tied to the value in the Last Reg Date or Date Last Voted columns).

When this list is generated, all names on the list are defaulted as checked. If you agree with the names that are generated by TotalVote; you can move forward and process them. You have the option to manually uncheck names to remove anyone from the list. (Also—especially for big counties with long lists—it is nice to break your list up and process smaller segments at a time. That is where it is helpful to select only certain voters at once.) If you unselect a voter, nothing will happen with that voter.

Example below: After unselecting of the voters on the list, I then manually placed checks next to the voters I wanted to process. The number of voters you have selected, 8 (red circle), is reflected at the top of the page. Selected voters on the list are highlighted yellow, whereas the voters that aren't selected appear white.

At all times, you have the ability to control which voters are on the lists by using the checks next to their names.

Select Entire List

Unselect Entire List

Voters Selected: 8

K

<

1

2

3

4

5

6

7

8

9

10

...

>

X

Page: 1 of 12 Go

Page size: 100 Change

Item 1 to 100 of 1196

ALL

A

B

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I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Search

Name Filter:

<input type="checkbox"/>	Voter ID	Name	Status	DOB	Last Reg Date	Time Elapsed	Date Last Voted	Time Elapsed
<input checked="" type="checkbox"/>	233699	Ackerman, Jodie Allen	Inactive	12/04/1969	2/09/2006	7 Years, 6 Months, 11 Days		
<input checked="" type="checkbox"/>	207571	Adams, Lindsey Marie	Inactive	2/12/1986	10/12/2004	8 Years, 10 Months, 8 Days		
<input type="checkbox"/>	240912	Adams, Rochelle J	Inactive	6/01/1959	4/06/2006	7 Years, 4 Months, 16 Days		
<input checked="" type="checkbox"/>	206262	Adamson, Michael Frank	Inactive	3/10/1966	10/08/2004	8 Years, 10 Months, 12 Days	11/02/2004	8 Years, 9 Months, 18 Days
<input type="checkbox"/>	303326	Aguirre, Antonio McBride, Sr	Inactive	9/28/1970	2/01/2008	5 Years, 6 Months, 19 Days	4/10/2007	6 Years, 4 Months, 12 Days
<input type="checkbox"/>	272992	Airington, Stephanie J	Inactive	11/28/1979	11/16/2006	6 Years, 9 Months, 4 Days		
<input checked="" type="checkbox"/>	217142	Akland, Kara L	Inactive	5/28/1982	10/29/2004	8 Years, 9 Months, 22 Days	11/02/2004	8 Years, 9 Months, 18 Days
<input checked="" type="checkbox"/>	371408	Alarcon, Fleix, Jr	Inactive	6/08/1977	2/24/2009	4 Years, 5 Months, 26 Days		
<input type="checkbox"/>	184150	Alexander, April Lashawn	Inactive	9/01/1980	5/13/2004	9 Years, 3 Months, 9 Days	11/02/2004	8 Years, 9 Months, 18 Days
<input checked="" type="checkbox"/>	224733	Alexander, Richard Lee	Inactive	12/10/1956	6/07/2005	8 Years, 2 Months, 15 Days	11/07/2006	6 Years, 9 Months, 13 Days
<input checked="" type="checkbox"/>	204137	Alic, Elvir	Inactive	7/07/1976	10/05/2004	8 Years, 10 Months, 15 Days	11/02/2004	8 Years, 9 Months, 18 Days
<input type="checkbox"/>	166029	Allen, Tiffany Marie	Inactive	1/13/1984	5/15/2003	10 Years, 3 Months, 7 Days		
<input type="checkbox"/>	378351	Alonso-Moreno, Enrique	Inactive	7/15/1963	6/19/2009	4 Years, 2 Months, 3 Days		
<input type="checkbox"/>	264482	Alsgaard, Beth Doreen	Inactive	12/14/1946	10/20/2006	6 Years, 10 Months, 0 Days	11/07/2006	6 Years, 9 Months, 13 Days
<input checked="" type="checkbox"/>	159308	Althoff, Damian Reade	Inactive	12/13/1983	10/25/2002	10 Years, 9 Months, 26 Days	6/01/2004	9 Years, 2 Months, 21 Days
<input type="checkbox"/>	210138	Aman, Angela M	Inactive	6/15/1979	10/15/2004	8 Years, 10 Months, 5 Days	11/02/2004	8 Years, 9 Months, 18 Days
<input type="checkbox"/>	216553	Aman, Barbara Ann	Inactive	7/03/1942	10/26/2004	8 Years, 9 Months, 25 Days	11/02/2004	8 Years, 9 Months, 18 Days
<input type="checkbox"/>	158662	Aman, Stanley Dee	Inactive	3/08/1940	10/22/2002	10 Years, 9 Months, 29 Days	11/05/2002	10 Years, 9 Months, 15 Days



Let's work through Steps 1 and 2 of the List Maintenance Process.

Again, we are using Hyde County. They have a very small number of voters, so it is a good, simple example to use for this demonstration.

Click the **Step 1** button, "Review Inactive Voters" to get started.

Hyde County's list appears at the bottom of the page. They only have 23 voters appear on this list (and, since their list is so short, all of their Inactive voters appear on one page.) Many other counties will have more.

The 23 voters that are listed in the **Voters Selected** at the top of the list (red arrow) are all defaulted as checked at the bottom of the screen. *The screen shot below does not show all 23 voters to save room on this page.*

**NVRA List Maintenance**

**Purge Process**

**Step 1**

[Review Inactive Voters](#)

This will generate a list of all your inactive voters that have not updated their voter registration and have not voted in the past four years.

**Step 2**

[Purge Inactive Voters](#)

Clicking this button will update all selected voters to a status of "Unregistered Purged for Non-Voting."

**Address Verification Process**

**Step 3**

[Review Active Voters](#)

This will generate a list of your voters with an Active status that have not updated their voter registration and have not voted in the past four years.

**Step 4**

[Check against NCOA](#)

Checks the voters selected in Step 3 against the USPS National Change of Address (NCOA) program to identify registrants whose addresses may have changed. Voters on the NCOA list will not receive an Address Verification notice and will be removed from the list below.

**Step 5**

[Create Address Verification Notices](#)

This will generate Address Verification notices for all voters selected.

**Reporting**

Include:

☒ ALL

☐ Selected

☐ Unselected

---

Report Format:

☒ PDF

☐ Excel

[Create Report](#)

Select Entire List

Unselect Entire List

**Voters Selected** 23

Page: 1 of 1 Go Page size: 23 Change Item 1 to 23 of 23

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  Search Name Filter:

<input checked="" type="checkbox"/>	Voter ID	Name	Status	DOB	Last Reg Date	Time Elapsed	Date Last Voted	Time Elapsed
<input checked="" type="checkbox"/>	<a href="#">255018</a>	Boyd, Luetta C	Inactive	2/28/1929	9/08/2006	6 Years, 11 Months, 11 Days	11/07/2006	6 Years, 9 Months, 12 Days
<input checked="" type="checkbox"/>	<a href="#">256242</a>	Boyd Sporman, Clara Marie	Inactive	3/20/1962	9/20/2006	6 Years, 10 Months, 29 Days	11/07/2006	6 Years, 9 Months, 12 Days
<input checked="" type="checkbox"/>	<a href="#">246012</a>	Christensen, Misti Ann	Inactive	9/28/1974	5/22/2006	7 Years, 2 Months, 30 Days	11/07/2006	6 Years, 9 Months, 12 Days
<input checked="" type="checkbox"/>	<a href="#">206077</a>	Dittman, Ashly Ann	Inactive	10/02/1986	10/08/2004	8 Years, 10 Months, 11 Days	6/06/2006	7 Years, 2 Months, 15 Days
<input checked="" type="checkbox"/>	<a href="#">281299</a>	Farrell, Catherine Ann	Inactive	8/18/1956	4/02/2007	6 Years, 4 Months, 19 Days	11/07/2006	6 Years, 9 Months, 12 Days

As the Hyde County Auditor, I would want to review those 23 names and be sure that I want to purge them. I can click on the columns (like Date Last Voted, for example) to sort the list in different ways. Also, I can click on the Voter ID links to open each voter's Voter Info tab (which will open up in a new window, so I can conveniently see their information without having to close and leave this page). If there is anyone on this list that I don't want to purge, I can simply remove the check mark next to their name before proceeding.

For simplicity's sake, let's say you have reviewed all 23 names and want to purge everyone on this list.

Click the **Step 2** button, "Purge Inactive Voters."

You will get a pop-up message on the screen (red box below), telling you that you are about to purge those 23 voters. You can proceed by clicking "OK" or cancel.

### NVRA List Maintenance

#### Purge Process

**Step 1**

[Review Inactive Voters](#)

This will generate a list of all your Inactive voters that have not updated their voter registration and have not voted in the past four years.

**Step 2**

[Purge Inactive Voters](#)

Clicking this button will update all selected voters to a status of "Unregistered Purged for Non-Voting."

#### Address Verification Process

**Step 3**

[Review Active Voters](#)

This will generate a list of your voters with an Active status that have not updated their voter registration and have not voted in the past four years.

[Create Address Verification Notices](#)

This will generate Address Verification notices for all voters selected.

#### Reporting

Include:

☒ ALL

☐ Selected

☐ Unselected

---

Report Format:

☒ PDF

☐ Excel

[Create Report](#)

The page at sdtest.total-vote.com says:

These 23 voters will be updated to a status of "Unregistered Purged for Non-Voting". Are you sure you want to proceed?

[OK](#)
[Cancel](#)

[Select Entire List](#)

[Unselect Entire List](#)

**Voters Selected:**

Page: **1** of 1 [Go](#) Page size: **23** [Change](#) Item 1 to 23 of 23

ALL [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)  [Search](#) **Name Filter:**

<input checked="" type="checkbox"/>	Voter ID	Name	Status	DOB	Last Reg Date	Time Elapsed	Date Last Voted	Time Elapsed
<input checked="" type="checkbox"/>	<a href="#">255018</a>	Boyd, Luetta C	Inactive	2/28/1929	9/08/2006	6 Years, 11 Months, 11 Days	11/07/2006	6 Years, 9 Months, 12 Days
<input checked="" type="checkbox"/>	<a href="#">256242</a>	Boyd Sporman, Clara Marie	Inactive	3/20/1962	9/20/2006	6 Years, 10 Months, 29 Days	11/07/2006	6 Years, 9 Months, 12 Days
<input checked="" type="checkbox"/>	<a href="#">246012</a>	Christensen, Misti Ann	Inactive	9/28/1974	5/22/2006	7 Years, 2 Months, 30 Days	11/07/2006	6 Years, 9 Months, 12 Days
<input checked="" type="checkbox"/>	<a href="#">206077</a>	Dittman, Ashly Ann	Inactive	10/02/1986	10/08/2004	8 Years, 10 Months, 11 Days	6/06/2006	7 Years, 2 Months, 15 Days
<input checked="" type="checkbox"/>	<a href="#">281299</a>	Farrell, Catherine Ann	Inactive	8/18/1956	4/02/2007	6 Years, 4 Months, 19 Days	11/07/2006	6 Years, 9 Months, 12 Days

After you have clicked "OK," the page will refresh.

The list is now gone. There will be a message on your screen (**red** box) letting you know the number of voters that were just purged from your files.

## NVRA List Maintenance

### Purge Process

#### Step 1

[Review Inactive Voters](#)

This will generate a list of all your Inactive voters that have not updated their voter registration and have not voted in the past four years.

#### Step 2

[Purge Inactive Voters](#)

Clicking this button will update all selected voters to a status of "Unregistered Purged for Non-Voting."

### Address Verification Process

#### Step 3

[Review Active Voters](#)

This will generate a list of your voters with an Active status that have not updated their voter registration and have not voted in the past four years.

#### Step 4

[Check against NCOA](#)

Checks the voters selected in Step 3 against the USPS National Change of Address (NCOA) program to identify registrants whose addresses may have changed. Voters on the NCOA list will not receive an Address Verification notice and will be removed from the list below.

#### Step 5

[Create Address Verification Notices](#)

This will generate Address Verification notices for all voters selected.

### Reporting

☒ ALL

Include: ☐ Selected

☐ Unselected

Report Format: ☒ PDF

☐ Excel

[Create Report](#)

[Select Entire List](#)

[Unselect Entire List](#)

Voters Selected:

23 voters successfully purged.

### **FYI:**

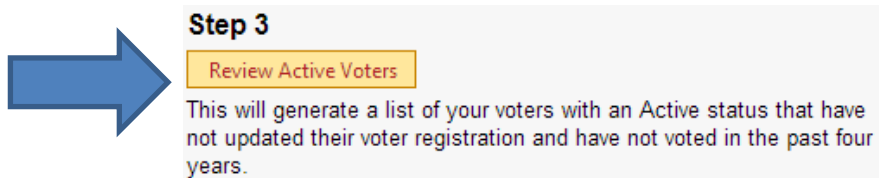
The voters you just purged in Step 2 can be viewed on your Home Screen under the "Recently Added or Updated" list. There are four things that happened with each of these voters:

1. Their Status has been changed from "Inactive" to "Unregistered Purged for Non-Voting".
2. Their "Last Reg Date" has been changed to reflect today's date (so you will always know when they were unregistered).
3. Their Split was cleared. (These people no longer need to be showing up on any report or voter lists or need to be assigned a polling place or ballot, etc.)
4. Their SMID field was cleared (if they were in your County's Street Master before the purge).  
We don't want unregistered voters in the Street Master.

Now that the purge is over, we are ready to move on to the next steps: the Address Verification Process.

## Address Verification Process

Continuing from where you left off, click the **Step 3** button, "Review Active Voters."



Your screen will have a new list at the bottom. This time, you will see your county's Active voters without recent activity. They have not updated their voter registration and have not voted in the past two General Election cycles.

This list operates just like the list that generated in Step 1. All buttons and columns still perform the same way.

I am still using Hyde County for my example, as their list is very small and manageable. There are only 129 Active voters on their list (**red** arrow).

**NVRA List Maintenance**

**Purge Process**

**Step 1**

[Review Inactive Voters](#)

This will generate a list of all your Inactive voters that have not updated their voter registration and have not voted in the past four years.

**Step 2**

[Purge Inactive Voters](#)

Clicking this button will update all selected voters to a status of "Unregistered Purged for Non-Voting."

**Address Verification Process**

**Step 3**

[Review Active Voters](#)

This will generate a list of your voters with an Active status that have not updated their voter registration and have not voted in the past four years.

**Step 4**

[Check against NCOA](#)

Checks the voters selected in Step 3 against the USPS National Change of Address (NCOA) program to identify registrants whose addresses may have changed. Voters on the NCOA list will not receive an Address Verification notice and will be removed from the list below.

**Step 5**

[Create Address Verification Notices](#)

This will generate Address Verification notices for all voters selected.

**Reporting**

Include:

☒ ALL

☐ Selected

☐ Unselected

---

Report Format:

☒ PDF

☐ Excel

[Create Report](#)

[Select Entire List](#) [Unselect Entire List](#)


**Voters Selected** 129

Page: 1 of 2 Go Page size: 100 Change Item 1 to 100 of 129

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  Search Name Filter:

<input checked="" type="checkbox"/>	Voter ID	Name	Status	DOB	Last Reg Date	Time Elapsed	Date Last Voted	Time Elapsed
<input checked="" type="checkbox"/>	255417	Aesoph, Andrew M	Active	11/03/1988	9/13/2006	6 Years, 11 Months, 6 Days	11/07/2006	6 Years, 9 Months, 12 Days
<input checked="" type="checkbox"/>	302316	Aesoph, Kristina Kae	Active	9/02/1989	1/22/2008	5 Years, 6 Months, 28 Days	11/04/2008	4 Years, 9 Months, 15 Days
<input checked="" type="checkbox"/>	178138	Alger, Donald N	Active	2/20/1986	3/26/2004	9 Years, 4 Months, 26 Days	6/06/2006	7 Years, 2 Months, 15 Days
<input checked="" type="checkbox"/>	13011	Alumbaugh, Donald Leroy	Active		11/08/1966	46 Years, 9 Months, 11 Days	11/04/2008	4 Years, 9 Months, 15 Days
<input checked="" type="checkbox"/>	66985	Baloun, Troy	Active	5/10/1976	3/16/1994	19 Years, 5 Months, 5 Days	11/04/2008	4 Years, 9 Months, 15 Days
<input checked="" type="checkbox"/>	235883	Bast, Dickson J	Active	5/17/1987	3/06/2006	7 Years, 5 Months, 15 Days	6/03/2008	5 Years, 2 Months, 18 Days

For simplicity's sake, let's say you agree with the list and have reviewed all 129 voters. You will continue with all the voters selected on your list and are now ready to move to Step 4. If the voter were to be unselected, they would remain "active" and would not receive a notice.



**Step 4**

**Check against NCOA**

Checks the voters selected in Step 3 against the USPS National Change of Address (NCOA) program to identify registrants whose addresses may have changed. Voters on the NCOA list will not receive an Address Verification notice and will be removed from the list below.

## **NCOA**

According to the National Voter Registration Act of 1993, "a State may utilize change of address information supplied by the United States Postal Service through its National Change of Address program (NCOA) to identify registrants whose addresses may have changed."

This page in TotalVote has a built-in function that will take your selected voters and check them against the USPS NCOA database. The NCOA tracks moves for the past **48 months** (four years). Therefore, if any of the voters you have selected in Step 3 have moved and registered their new address with the post office, they will be flagged in this step.

FYI: For those voters that have moved and have a new address on file with the post office, you will not need to send them an Address Verification notice in Step 5. Therefore, they will be removed from the list on the page.

However, these voters will show up on your Home Screen under either a queue item called "NCOA moves within County" or "NCOA moves outside County." The voters will stay in that queue until you are ready to process them. At any time, you can view the voters and see the results of the NCOA validation, including their new address and the date of their move.

Click the **Step 4** button, “Check Against NCOA”.

Again, you will get a pop-up message on your screen (**red box**). This message shows that all 129 of my voters that are selected (**green circles and arrows**) are going to be run through the NCOA process. It will also give you a warning that the NCOA process may—and for large counties with long lists, probably *will*—take several minutes to run. (For large counties, it might be a good idea to run only part of your list at a time.) After you click “OK,” please be patient and let the process work.

Click “OK” to proceed.

**NVRA List Maintenance**

**Purge Process**

**Step 1**

Review Inactive Voters

This will generate a list of all your inactive voters that have not updated their voter registration and have not voted in the past four years.

**Step 2**

Purge Inactive Voters

Clicking this button will update all selected voters to a status of “Unregistered Purged for Non-Voting.”

**Address Verification Process**

**Step 3**

Review Active Voters

This will generate a list of your voters with an Active status that have not updated their voter registration and have not voted in the past four years.

**Step 4**

Check Against NCOA

This will generate Address Verification notices for all voters selected.

**Reporting**

Include:

☒ ALL

☐ Selected

☐ Unselected

Report Format:

☒ PDF

☐ Excel

Create Report

The page at sdtest.total-vote.com says:

These 129 voters will be checked against the USPS National Change of Address (NCOA) program to identify registrants whose addresses may have changed. The process may take several minutes. Are you sure you want to proceed?

OK Cancel

Select Entire List

Unselect Entire List

**Voters Selected** 129

K < 1 2 > X

Page: 1 of 2 Go Page size: 100 Change

Item 1 to 100 of 129

	Voter ID	Name	Status	DOB	Last Reg Date	Time Elapsed	Date Last Voted	Time Elapsed
<input checked="" type="checkbox"/>	255417	Aesoph, Andrew M	Active	11/03/1988	9/13/2006	6 Years, 11 Months, 6 Days	11/07/2006	6 Years, 9 Months, 12 Days
<input checked="" type="checkbox"/>	302316	Aesoph, Kristina Kae	Active	9/02/1989	1/22/2008	5 Years, 6 Months, 28 Days	11/04/2008	4 Years, 9 Months, 15 Days
<input checked="" type="checkbox"/>	178138	Alger, Donald N	Active	2/20/1986	3/26/2004	9 Years, 4 Months, 26 Days	6/06/2006	7 Years, 2 Months, 15 Days
<input checked="" type="checkbox"/>	13011	Alumbaugh, Donald Leroy	Active		11/08/1966	46 Years, 9 Months, 11 Days	11/04/2008	4 Years, 9 Months, 15 Days
<input checked="" type="checkbox"/>	66985	Baloun, Troy	Active	5/10/1976	3/16/1994	19 Years, 5 Months, 5 Days	11/04/2008	4 Years, 9 Months, 15 Days

When the process is complete, you will get another pop-up message on your screen (**red box** on the next page) saying how many of your voters were a match with the NCOA database. For Hyde County, 8 (**black arrow**) of the 129 voters were found to have moved and registered a new address with the USPS. Those 8 voters have been removed from the list at the bottom of the page (they are now marked on your Home Screen to process later), and you can move forward.

### NVRA List Maintenance

#### Purge Process

**Step 1**  
Review Inactive Voters

This will generate a list of all your Inactive voters that have not updated their voter registration and have not voted in the past four years.

**Step 2**  
Purge Inactive Voters

Clicking this button will update all selected voters to a status of "Unregistered Purged for Non-Voting."

#### Address Verification Process

**Step 3**  
Review Active Voters

This will generate a list of your voters with an Active status that have not updated their voter registration and have not voted in the past four years.

**Step 4**  
Check against NCOA

Checks the voters selected in Step 3 against the USPS National Change of Address (NCOA) program to identify registrants whose addresses may have changed. Voters on the NCOA list will not receive an Address Verification notice and will be removed from the list below.

**Step 5**  
Create Address Verification Notices

This will generate Address Verification notices for all voters selected.

#### Reporting

Include: ☒ ALL  
☐ Selected  
☐ Unselected

Report Format: ☒ PDF  
☐ Excel

Create Report

Select Entire List  
Unselect Entire List

**Voters Selected:**

Page: 1 of 2 Go Page size: 100 Change Item 1 to 100 of 121

	Voter ID	Name	Status	DOB	Last Reg Date	Time Elapsed	Date Last Voted	Time Elapsed
<input type="checkbox"/>	255417	Aesoph, Andrew M	Active	11/03/1988	9/13/2006	6 Years, 11 Months, 6 Days	11/07/2006	6 Years, 9 Months, 12 Days
<input type="checkbox"/>	302316	Aesoph, Kristina Kae	Active	9/02/1989	1/22/2008	5 Years, 6 Months, 28 Days	11/04/2008	4 Years, 9 Months, 15 Days

After you click "OK", your screen will refresh and you will be left with the remaining voters. In this case, there are still 121 voters left (orange circle) below.

### NVRA List Maintenance

#### Purge Process

**Step 1**  
Review Inactive Voters

This will generate a list of all your Inactive voters that have not updated their voter registration and have not voted in the past four years.

**Step 2**  
Purge Inactive Voters

Clicking this button will update all selected voters to a status of "Unregistered Purged for Non-Voting."

#### Address Verification Process

**Step 3**  
Review Active Voters

This will generate a list of your voters with an Active status that have not updated their voter registration and have not voted in the past four years.

**Step 4**  
Check against NCOA

Checks the voters selected in Step 3 against the USPS National Change of Address (NCOA) program to identify registrants whose addresses may have changed. Voters on the NCOA list will not receive an Address Verification notice and will be removed from the list below.

**Step 5**  
Create Address Verification Notices

This will generate Address Verification notices for all voters selected.

#### Reporting

Include: ☒ ALL  
☐ Selected  
☐ Unselected

Report Format: ☒ PDF  
☐ Excel

Create Report

Select Entire List  
Unselect Entire List

**Voters Selected: 121**

Page: 1 of 2 Go Page size: 100 Change Item 1 to 100 of 121

	Voter ID	Name	Status	DOB	Last Reg Date	Time Elapsed	Date Last Voted	Time Elapsed
<input checked="" type="checkbox"/>	255417	Aesoph, Andrew M	Active	11/03/1988	9/13/2006	6 Years, 11 Months, 6 Days	11/07/2006	6 Years, 9 Months, 12 Days
<input checked="" type="checkbox"/>	302316	Aesoph, Kristina Kae	Active	9/02/1989	1/22/2008	5 Years, 6 Months, 28 Days	11/04/2008	4 Years, 9 Months, 15 Days
<input checked="" type="checkbox"/>	178138	Alger, Donald N	Active	2/20/1986	3/26/2004	9 Years, 4 Months, 26 Days	6/06/2006	7 Years, 2 Months, 15 Days



Select Entire List

Unselect Entire List

Voters Selected: 121

K

<

1

2

>

X

Page: 1 of 2Go

Page size: 100Change

Item 1 to 100 of 121

ALLA B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search

Name Filter:

<input checked="" type="checkbox"/>	Voter ID	Name	Status	DOB	Last Reg Date	Time Elapsed	Date Last Voted	Time Elapsed
<input checked="" type="checkbox"/>	255417	Aesoph, Andrew M	Active	11/03/1988	9/13/2006	6 Years, 11 Months, 6 Days	11/07/2006	6 Years, 9 Months, 12 Days
<input checked="" type="checkbox"/>	302316	Aesoph, Kristina Kae	Active	9/02/1989	1/22/2008	5 Years, 6 Months, 28 Days	11/04/2008	4 Years, 9 Months, 15 Days
<input checked="" type="checkbox"/>	178138	Alger, Donald N	Active	2/20/1986	3/26/2004	9 Years, 4 Months, 26 Days	6/06/2006	7 Years, 2 Months, 15 Days
<input checked="" type="checkbox"/>	13011	Alumbaugh, Donald Leroy	Active		11/08/1966	46 Years, 9 Months, 11 Days	11/04/2008	4 Years, 9 Months, 15 Days
<input checked="" type="checkbox"/>	66985	Baloun, Troy	Active	5/10/1976	3/16/1994	19 Years, 5 Months, 5 Days	11/04/2008	4 Years, 9 Months, 15 Days

These voters have already been processed in Step 4, and their addresses have been run through the NCOA database. Since the NCOA is a service that costs money, we are paying to validate these addresses. Therefore, we want to be sure that we are only validating each address *one time*. (Now that all these voters have been through Step 4, there is an entry in each of their Validate tabs with the results of the NCOA search. Since this validation becomes part of their permanent voter record, you will always be able to see the results of the NCOA check you perform).

You are now ready for the last step on this page.

Click the **Step 5** button, "Create Address Verification Notices".

### Step 5

Create Address Verification Notices

This will generate Address Verification notices for all voters selected.

You will get a pop-up message on the screen (red box) saying that you are about to create Address Verification Notices for all the voters that are selected (green circle and arrows).

### NVRA List Maintenance

#### Purge Process

**Step 1**

Review Inactive Voters

This will generate a list of all your inactive voters that have not updated their voter registration and have not voted in the past four years.

**Step 2**

Purge Inactive Voters

Clicking this button will update all selected voters to a status of "Unregistered Purged for Non-Voting."

#### Address Verification Process

**Step 3**

Review Active Voters

This will generate a list of your voters with an Active status that have not updated their voter registration and have not voted in the past four years.

**Step 4**

The page at sdtest.total-vote.com says:

121 Address Verification notices will be created. Proceed?

OK Cancel

**Step 5**

Create Address Verification Notices

This will generate Address Verification notices for all voters selected.

#### Reporting

Include:

☒ ALL

☐ Selected

☐ Unselected

Report Format:

☒ PDF

☐ Excel

Create Report

Select Entire List

Unselect Entire List

Voters Selected: 121

Page: 1 of 2 Go Page size: 100 Change

Item 1 to 100 of 121

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Search Name Filter:

<input checked="" type="checkbox"/>	Voter ID	Name	Status	DOB	Last Reg Date	Time Elapsed	Date Last Voted	Time Elapsed
<input checked="" type="checkbox"/>	255417	Aesoph, Andrew M	Active	11/03/1988	9/13/2006	6 Years, 11 Months, 6 Days	11/07/2006	6 Years, 9 Months, 12 Days
<input checked="" type="checkbox"/>	302316	Aesoph, Kristina Kae	Active	9/02/1989	1/22/2008	5 Years, 6 Months, 28 Days	11/04/2008	4 Years, 9 Months, 15 Days
<input checked="" type="checkbox"/>	178138	Alger, Donald N	Active	2/20/1986	3/26/2004	9 Years, 4 Months, 26 Days	6/06/2006	7 Years, 2 Months, 15 Days
<input checked="" type="checkbox"/>	13011	Alumbaugh, Donald Leroy	Active		11/08/1966	46 Years, 9 Months, 11 Days	11/04/2008	4 Years, 9 Months, 15 Days
<input checked="" type="checkbox"/>	66985	Baloun, Troy	Active	5/10/1976	3/16/1994	19 Years, 5 Months, 5 Days	11/04/2008	4 Years, 9 Months, 15 Days



After you click the “OK” button, your page will refresh.

The list will be gone from the bottom of your screen and there will be a message on your screen (**red box**), saying how many notices were created.

**NVRA List Maintenance**

**Purge Process**

**Step 1**  
Review Inactive Voters  
This will generate a list of all your inactive voters that have not updated their voter registration and have not voted in the past four years.

**Step 2**  
Purge Inactive Voters  
Clicking this button will update all selected voters to a status of "Unregistered Purged for Non-Voting."

**Address Verification Process**

**Step 3**  
Review Active Voters  
This will generate a list of your voters with an Active status that have not updated their voter registration and have not voted in the past four years.

**Step 4**  
Check against NCOA  
Checks the voters selected in Step 3 against the USPS National Change of Address (NCOA) program to identify registrants whose addresses may have changed. Voters on the NCOA list will not receive an Address Verification notice and will be removed from the list below.

**Step 5**  
Create Address Verification Notices  
This will generate Address Verification notices for all voters selected.

**Reporting**

Include: ☒ ALL  
☐ Selected  
☐ Unselected

Report Format: ☒ PDF  
☐ Excel

Create Report

Select Entire List

Unselect Entire List

**Voters Selected:**

121 notices have been successfully created.

## Home Screen

Now that you have finished working on your List Maintenance page, you can return to your Home Screen. There are several things here that reflect what you have just done.

There are four or five home screen items that have changed as a result of the List Maintenance process:

>	NCOA moves within County	26	List		
---	--------------------------	----	------	--	--

**NCOA within County:** This lists your voters that were flagged by the NCOA who have moved within your county and have registered a new address with the USPS. These voters physical and mailing address should be updated and a Confirmation Notice sent to the updated address. TotalVote automatically creates the Confirmation Notice when you either update or reject the new address.

You will need to process these voters by either accepting or rejecting the new address. Click the arrow next to the queue item and click select next to the voter. You will then be brought to the NCOA Address Change Within County work screen.

**NCOA Address Change Within County**

Close    Next NCOA Move Within County

Date Voter Moved: 09/2014

NCOA Data		VS		Total Vote Data	
					<a href="#">View Imaging Tab</a>
				Voter ID	471907
				First Name	Kelsey
				Middle Name	Michelle
				Last Name	Davis
				Name Suffix	
Residence Address	PO Box 61	Residence Address		540 Main St Apt 102	
City St Zip	Alexandria, South Dakota 573	City St Zip		Alexandria SD 57311	
				<a href="#">Go To Edit Voter Tab</a>	

[Approve New Address](#)    [Reject New Address](#)

(If the new address listed on the left side of the screen is not within your county, [click here](#) .)

If you approve the new address, the Confirmation Notice will be sent to the new address. Also, if you approve the address, you will need to click on the “Go To Edit Voter Tab” button and assign a new SM ID and Split for the voter. If you reject the new address, the Confirmation Notice will be sent to the current mailing address for the voter. If the new address listed is not within your county, click on the “click here” button directly below the “Approve New Address” and “Reject New Address” buttons. The voter will then be moved to the “NCOA moves outside County” queue item on your Home Screen.

FYI: Refresh				
Action	Number	Print		
> DOB Missing	0	<a href="#">List</a>		
> Jurisdiction Match	0	<a href="#">List</a>		
> Merges Originating in This County	17	<a href="#">List</a>		
> Missing SM ID	0	<a href="#">List</a>		
> NCOA moves outside County	27	<a href="#">List</a>		

**NCOA moves outside County:** This lists your voters that were flagged by the NCOA who have moved outside your county and have registered a new address with the USPS. A Confirmation Notice should be sent to these voters.

FYI: Refresh				
Action	Number	Print		
> DOB Missing	0	<a href="#">List</a>		
> Jurisdiction Match	0	<a href="#">List</a>		
> Merges Originating in This County	17	<a href="#">List</a>		
> Missing SM ID	0	<a href="#">List</a>		
> NCOA moves outside County	27	<a href="#">List</a>		
> Outstanding Invalid or Incomplete Registrations	80	<a href="#">List</a>		
> Recent Streetmaster Change	0	<a href="#">List</a>		
> Recently Added or Updated	0	<a href="#">List</a>		

**Blue arrow: Recent Street Master Change.** These are your voters (from Step 2) that have been changed in your Street Master. An SM ID was removed from these voters because their status changed to Unregistered – Purged for non-voting.

**Green arrow: Recently Added or Updated.** These are your voters (from Step 2) that have changed/updated information. They have all been updated from Inactive to Unregistered – Purged for non-voting.

Notices:						
Action	Number	Print				
> Unsent Notices - Acknowledgement	186	<a href="#">List</a>	Batch Print	Batch Print Postcard	Export CSV	
> Unsent Notices - Address Verification	4918	<a href="#">List</a>	Batch Print			
> Unsent Notices - Confirmation	121	<a href="#">List</a>	Batch Print			
> Unsent Notices - Felony	1	<a href="#">List</a>	Batch Print			
> Unsent Notices - Felony Federal	0	<a href="#">List</a>				
> Unsent Notices - Invalid or Incomplete	4	<a href="#">List</a>				
> Unsent Notices - Potential Duplicate	0	<a href="#">List</a>				

**Purple arrow: Unsent Notices - Address Verification.** These are the notices that you created in Step 5.

**NCOA Effective note in the Notes field on the Voter Info tab**

When you view any voter that was flagged in Step 4 (Check against NCOA), the “Notes” field, (**red** box below), will reflect why the voter was flagged. In the example below, the voter was verified as having a Residence Address move from NCOA.

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	Last Voted	Go to Scan Page
298184	Lennick, Tracy Lee		2241	10/23/1989	23	11/30/2007	Active	REP	4/22/2008	
Voter Info	Edit Voter	Absentee	Voter History	Validate	Imaging	Change Log	Notifications	Add To Race	Next Voter	

Close
Dymo Label
Absentee Request
Vote In Person

Residence Address

33490 181st St

Highmore

SD

57345

Hyde

Mailing Address

33490 181st St

Highmore

SD

57345

Country

Personal Email

Telephone

(605) 852-2314

Split

38000116

☐ Poll Worker Int

Original Reg. Date

11/30/2007

Registered Type

In person at Auditor office

Notes:

NCOA Effective: 09/2011 NCOA New Address:

1076 Sitting Bull Ct | Box Elder | South Dakota | 57719 | United States

Code	Name
1	PRE-Precinct-1
24	SEN-Dist-24
24	HOU-Dist-24
3	COM-Hyde-3
Illinois township	MUN-Illinois Township
342	SCH-Highmore-Harold School District 34-2
6	WDD-Central Plains WDD 6

Name	Address	City	State	Instructions
N records to display.				
Ballot	Date	Election		
N records to display.				

The first thing listed is the date of the move (**blue** box on the previous page). The NCOA tracks all moves for the past 48 months. This move occurred in 09/2011, or in September 2011. (You will only get the month and year of the move; not the actual day.) Next is the new address. According to the post office, this voter updated her residence to **1076 Sitting Bull Ct, Box Elder, SD 57719**.

For further clarification, every voter that was run through the NCOA database (whether they were flagged as a move or not) will have something in their Validate tab. Let's continue with Tracy Lennick. Click the “Validate” tab (**red** box).

Voter ID	Name	DL#	SSN	DOB	Age	Last Reg Date	Status	Party	Last Voted	Go to Scan Page
298184	Lennick, Tracy Lee		2241	10/23/1989	23	11/30/2007	Active	REP	4/22/2008	
Voter Info	Edit Voter	Absentee	Voter History	Validate	Imaging	Change Log	Notifications	Add To Race	Next Voter	
Type	Report Date	Response	Match	Bypass	Note					
NCOA	08/19/2013	AS01,CS01,CS10,CM01	<input type="checkbox"/>	<input type="checkbox"/>	Address Matched to Postal Database, Submitted record is a move and a new moved to address provided, Submitted record is classified as a Individual, COA Match: An Individual, Business or Family					<a href="#">Edit</a>

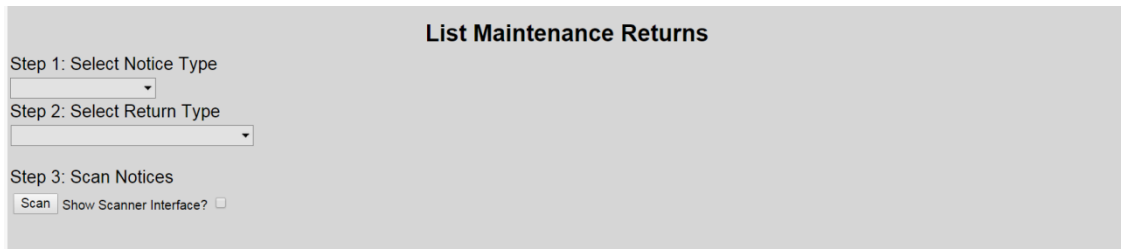
As you can see, there is now a NCOA record listed there, dated 8/19/2013. In the next column are the response codes that came back from Melissa Data (a company that provides a web service with USPS data), and a description of what each code means is listed in the Note field. There is some extra data displayed here that is not needed, but it is important to see that this voter has a CS01 code, meaning “Submitted record is a move and new moved to address provided” (**green** line).

The next step in the List Maintenance process is the handling of the notices that are returned to your office.

# List Maintenance Returns

---

This portion of the manual is designed to batch scan in the notices that are created and sent as part of the List Maintenance process. The Secretary of State's office will send the Address Verification Notices but the counties are responsible for sending all other notices. It will save you time from handling each voter notice separately.



**List Maintenance Returns**

Step 1: Select Notice Type  
▼

Step 2: Select Return Type  
▼

Step 3: Scan Notices  
Scan Show Scanner Interface? ☐

## Step 1: Select the Notice Type

There are two types of notices that you can process using this page: Address Verification and Confirmation.

## Step 2: Select Return Type

There are two "return" options for Address Verification notices (Originally sent by the SOS office):

- **marked as "No Longer Here"**
- **marked as Undeliverable by Post Office**

There are three "return" options for Confirmation notices (Originally sent from the Co. Aud. office):

- **marked as Voter - Confirmed registration**
- **marked as Voter - Canceled registration**
- **marked as Undeliverable by Post Office**

Each of those five options listed above do something different to your voters. Here is what happens when each is selected:

### **Address Verification notices marked as "No Longer Here":**

The voter is changed to a Status of "Inactive" and the Last Registration Date changes to today.

### **Address Verification notices marked as Undeliverable by Post Office:**

There are no changes to the voter file. The only thing that happens is a Confirmation notice is digitally created for the voter, then you must go to the home screen & print it.

### **Confirmation notices that get marked as Voter - Confirmed registration:**

There are no changes to the voter file except the "Last Registration Date" changes to today.

### **Confirmation notices that get marked as Voter - Canceled registration:**

The voter gets changed to a Status of "Unregistered Voter Request" and the "Last Registration Date" changes to today. Also, the voter's Split and SMID field gets cleared (that happens any time a voter becomes unregistered).

### **Confirmation notices that get marked as Undeliverable by Post Office:**

The voter gets changed to a Status of "Inactive" and the "Last Registration Date" changes to today.

### Step 3: Scan Notices

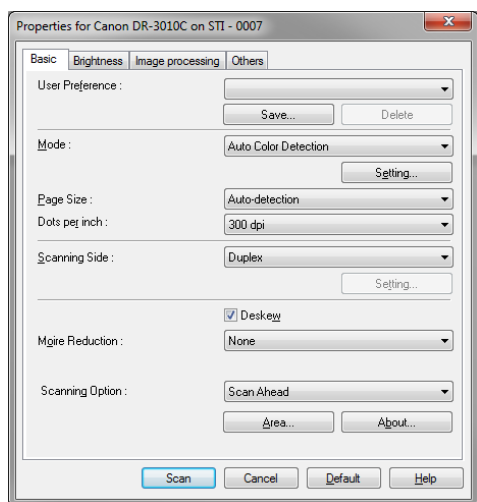
You will need to separate your notices into stacks of the 5 different return types above. Do not mix different types of notices and return types. When you batch scan in the notices, they all need to be the same type to record properly.

Stack the notices in your printer and click the “Scan” button\*\*.

**\*\*NOTE: Remember, you should be placing your notices on your scanner face-down, top-down. There is a picture on your scanner in case you need visual instructions.**

After the images are scanned, you can scroll through and review each image to make sure everything looks correct (red circles). You also have some other options at the right-side of the page in case you need to edit the images after you have scanned them. (You also have the ability to view the images larger, as well as discard the images if you want to re-scan.) Also, there is an information box that gives helpful information in case you want to review your batches. The image shows 10 images scanned and total of 5 notices. That is because the scanner will scan the back of the notice.

When you are ready, click “Process Scanned Return(s)” (blue box).



If you select the “Show Scanner Interface?” checkbox, the following box on the left will display:

This screen will allow you to change options that are associated with your scanner. For example, you can choose “Black and White” from the Mode drop-down menu to scan the notices in black and white instead of color. You can select “200 dpi” from the Dots per inch drop-down menu instead of 300 dpi so the notices scan faster and the resolution is less.

Once you have selected the options you want, click the “Scan” button. Again, the notices will be displayed as previously stated and you may edit the images accordingly. When you are ready, click “Process Scanned Return(s).”

The voters that you process here will show up on your Home Screen under the queue item of “Recently Added or Updated.” **If there are changes to the voter file, they follow the guideline above for each return type.** Also, the voters’ Change Log will record the Employee’s name, as well as the date and time that the change took place. The notices are all marked as returned on the voters’ Notifications tab, and the images that are scanned on this page are all saved in the voters’ Imaging tabs.

### Confirmation Notices – Over 30 days

Once a Confirmation Notice has been sent, a voter has 30 days to respond to it. TotalVote tracks when the notice is sent and will flag you by adding the voter to your “Confirmation Notices – Over 30 days” queue item.

Action		Number	Print									
Confirmation Notices - Over 30 days	679	List	Batch Print	Update All								
Voter Link		Voter ID	Name	Residence Address	City	Zip	DOB	DL #	Status	County	Party	Date Added/Updated
Select	Update	298852	Aasen, Abbey Leigh	400 S Sneve Ave Apt 4	Sioux Falls	57103	11/22/1989	01123285	Active	Minnehaha	DEM	10/11/2013 3:29:09 PM
Select	Update	322865	Abela, Cham Gilo	609 W Russell St Apt 5	Sioux Falls	57104	06/10/1971	01241984	Active	Minnehaha	NPA	10/18/2013 9:51:28 AM
Select	Update	309912	Adamson, Megan E	800 E 14th St Apt 315	Sioux Falls	57104	02/03/1990	01076932	Active	Minnehaha	REP	10/11/2013 10:34:25 AM
Select	Update	388242	Aeilts, Keith Leroy	4605 W 39th St Apt 107	Sioux Falls	57106-0961	09/02/1965	00912896	Active	Minnehaha	REP	10/21/2013 1:55:34 PM
Select	Update	378454	Aerts, Sharon M	7713 W Emily St	Sioux Falls	57106	04/28/1958	01101450	Active	Minnehaha	IND	10/18/2013 2:33:34 PM
Select	Update	349520	Aguilar Torres, David	1705 E Spruce St	Sioux Falls	57103-0315	08/30/1979	01235082	Active	Minnehaha	DEM	10/22/2013 8:13:00 AM
Select	Update	220072	Ahlers, Harold Allen	25703 Packard Ln	Renner	57055-6521	04/13/1962	00187542	Active	Minnehaha	REP	10/11/2013 9:11:08 AM
Select	Update	306082	Alameda, Lorrena Rose	5403 W 43rd St	Sioux Falls	57106	07/06/1983	00847795	Active	Minnehaha	DEM	10/24/2013 12:00:00 AM
Select	Update	327262	Albers, Brent William	305 N Meyer Ln	Sioux Falls	57103	07/18/1983	00853361	Active	Minnehaha	IND	10/18/2013 1:07:58 PM
Select	Update	388246	Allard, Charles Henry	204 N Foss Ave	Sioux Falls	57110	09/17/1960	01298253	Active	Minnehaha	DEM	10/23/2013 3:56:59 PM
K < 1 2 3 4 5 6 7 8 9 10 ... > X Page size: 10 679 items in 68 pages												

To process these voters, click the arrow next to the queue item to view the voters and click “Update.” A message will appear confirming whether or not you would like to proceed. If so, click “OK.” Once you click OK, the voter will be moved to Inactive and the Last Registration Date will be updated to today’s date. You can also update all the voters in this queue item by clicking “Update All.”